

## 2011-2012

### Helpful Hints – Please read these and consider using them when completing an application.

1. This year (on Teach for Excellence applications only) three new questions have been added to the beginning of your application. Your responses are meant to be short and concise. Your answers will allow the judges to better understand the scope of your project.
2. WorkNet Career Education program – the focus on this program is career education. To learn more about WorkNet Pinellas and all the programs they offer to adults and students, please [click here](#).
3. Although focusing on FCAT and following the Sunshine Standards is an important part of classroom lesson planning, including references to FCAT and Sunshine State Standards is not required for Teach for Excellence Grants. These references although important to the profession can contradict the intent of these grants. These grants should allow teachers to be innovative, relevant and do things that are out of the norm.
4. Avoid jargon, acronyms, and do not overwrite. Make it easy for the reviewers to read your entire proposal. A committee comprised of business and community leaders will review your application, and they may not be familiar with educational terms such as “ESOL” and “differentiated instruction.” Briefly explain educational terminology. Also, remember that grant readers review many grant applications, so be thrifty with your words, but do not sacrifice important points to achieve brevity.
5. Applications should have a compelling description of a specific and significant need or projects should show originality and innovation in the classroom.
6. Applications should have clear objectives that spell out what specific results or student outcomes are to be accomplished
7. Funded applications describe what kids and teachers will do. Create a real-life scenario for the reader. Try to paint a picture with words. The reader must clearly make sense of what you intend to do.
8. Funded applications present the material in a logical manner. Sections are clearly identified and a parallel structure is maintained. Each need has a stated objective, activity, and evaluation statement.
9. Be sure to proofread and spell-check your application and get some honest feedback on your proposal before you submit it. Ask one or two people to critically review the proposal. Use their feedback to strengthen your final application.
10. It may help to view past funded applications. To view Teach for Excellence funded applications click on project name.

Palm Harbor Comm  
Forest Lakes  
Elementary  
Thurgood Marshall  
Middle

[Nutrition & Wellness: Choices for a Healthy Lifestyle](#)

[Write and Grow With Kindergarten Portfolios](#)

[STEM Girls: Girl Power in Science, Technology, Engineering, Mathematics](#)

11. Do you have a question about your current application? We have past judges who are willing to help you. Just email [Waclawek@sptimes.com](mailto:Waclawek@sptimes.com) your question.

